



United States Department of the Interior

FISH AND WILDLIFE SERVICE Mountain-Prairie Region



IN REPLY REFER TO:

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Memorandum

JUL 8 2003

To: Region 6 Supervisors and Managers

From: Chief, Office of Diversity and Civil Rights (DCR)

Subject: New Requirement for Alternative Dispute Resolution Training (ADR) and
Reminder of Mandatory Equal Employment Opportunity (EEO) Training

In a June 25, 2003, memorandum from the Assistant Director- Budget, Planning and Human Resources, we were instructed to notify all managers and supervisors of a requirement to complete ADR training. A copy of the memorandum is attached. **The training must be completed by August 29, 2003.** The training is accessed through the internet or CD-ROM. If completed by the internet it will be tracked, but not by the CD-ROM. Therefore, if you complete the training by the CD-ROM, please e-mail Mary Knuth. We are in process of securing CD-ROMs for the field stations that must use this method. This training will also meet one hour of the EEO training requirement.

In a March 17, 2003 memorandum, distributed to all supervisor and managers, we outlined the Fiscal Year requirement to complete four hours of EEO training and methods to complete that training. Provided was a self-certification form to return to DCR upon completion of the training. That form is again attached and is available on the DCR web site under the EEO training and reference folder. The web site is <http://mountain-prairie.fws.gov/dcr>. **Managers and supervisors must submit a form to the DCR office certifying that they have completed the training by September 15, 2003.**

In a June 25, 2003, e-mail, we notified you of a distance learning event, Leading a Diverse Workforce, available by satellite downlink and world wide web on August 26, 2003, 10:00 am-noon. This program will provide two hours of the EEO requirement. Christy Bates will remain the point of contact for this training or requesting training material from our office. She can be reached at 303-236-7903 x 272. Mary Knuth is the point of contact for the ADR training requirement and can be reached at x 269.

Thank you for your attention to these training requirements. If you have any comments or suggestions, please contact me at x 268.

Attachments

Jillene K. Czerwantes